

**Public Academy for Performing Arts
Governing Council Meeting Minutes
September 28, 2021**

Date: 09/28/21	Location: Meeting was held in person on PAPA campus. Meetings may return to Zoom as appropriate for the prevailing health conditions.	
Governing Council Meeting		
Time: 4:15-5:15 pm	Facilitator: Lisa Ulibarri-Miller	
Invitees in Attendance: Lisa Ulibarri-Miller (voting member), Barbara CampBell (voting member), Rhonda Cordova (business manager), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member), Alexis Corbin (voting member), Jessica Short (voting member), Melanie Chavez (Executive Director), Carol Torrez, (staff representative).		
Not in Attendance: Elizabeth Roybal (voting member), Phil Krehbiel (voting member),		
Guests in Attendance: Jillian Miller, Student for NHS		
Discussion		Resource
1. Call to Order at 4:18 pm/ Roll Call, voting members		Lisa Ulibarri-Miller
2. Welcome and Introductions of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Lisa Ulibarri-Miller		Lisa Ulibarri-Miller
3. Approval of Agenda Motion by Jessica Short to approve the agenda as presented. Seconded by Santana Gonzalez Roll call vote. Motion carried 5 for 0 against		Lisa Ulibarri-Miller
4. Approval of Minutes Moved by Barbara CampBell and seconded by Jessica Short to approve the minutes from August 31, 2021. Roll call vote. Motion carried 5 for 0 against		Lisa Ulibarri-Miller
5. Open Forum		Lisa Ulibarri-Miller
NONE		

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<p>6. Finance committee report Phil Krehbiel, Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of August 31, 2021. Financial report and Budget summary was given by Barbara CampBell. She provided the council with a list of reports the finance committee is requesting. The 13 reports being regularly reviewed by the committee are as follows:</p> <p>For previous month:</p> <ul style="list-style-type: none"> • Bank Statement • Bank Reconciliation • Journal Entries • Balance Sheet Report (showing assets and liabilities for all accounts) • Bank Account Register (showing all checks written) • Budget Summary of Funds Report (showing a summary of budgeted expenses versus actual, offset by encumbrances) • Comparative Financial Statements – summary (revenues and expenses, all funds, last fiscal year, and current fiscal year) • Comparative Financial Statements – detail (revenues and expenses, all funds, last fiscal year, and current fiscal year) • Trial Balance Report (all transactions) • Monthly Balance Forecast Report – summary (actual revenues and expenses by month compared to the budget) • Account Balance Report – detailed (actual revenues and expenses, and encumbrances, compared to the budget) • Budget Adjustment Request (BARS) History Report • Purchase Orders of \$5,000 or more, current fiscal year <p>.</p> <p>No concerns were noted at this time. Budget summary indicates +21%</p> <p>Audit is scheduled for the week of September 20.</p> <p>Approval, Moved Santana Gonzalez</p> <p>Second: Alexis Corbin Roll Call Vote 5 for 0 against</p> <p>BARS :</p>	<p>Barbara CampBell</p>

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<p>10 BARS were presented for Approval to the GC. They are attached to the documents sent to the GC prior to the meeting.</p> <p>Approval:</p> <p>Moved Barbara CampBell</p> <p>Seconded: Santana Gonzalez</p> <p>Roll call vote 5 for 0 against</p> <p>Purchase orders over 5000—reviewed by the GC</p>	
<p>7. Executive Director report</p> <ul style="list-style-type: none">• Report sent to all members.• Highlights:<ul style="list-style-type: none">○ APS Site Visit happened 9/17○ COVID<ul style="list-style-type: none">▪ 67% of all students are fully vaccinated▪ Vaccine clinics are on going○ Staffing<ul style="list-style-type: none">▪ Office assistant and Academic Transition Specialist are on board▪ Social Studies, grad 6, 8 close to being filled▪ Math teacher to arrive week of 10/10. Admin subbing until then.○ Review of testing data PY (COVID year)	<p>Melanie Dunn-Chavez</p>

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<p>8. Organizational business</p> <p>Policies returned from public comment, with no comments:</p> <p>H.1.1 and H.1.2.</p> <p>Accept: Moved to accept policy changes</p> <p>Moved: Barbara CampBell</p> <p>Seconded: Santana Gonzalez</p> <p>Roll Call Vote Motion Carried 5 for 0 against</p> <p>Committee updates:</p> <p>Audit Committee: Phil Krehbiel (chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short</p> <p>Finance Committee: Phil Krehbiel (chair), Rhonda Cordova, Barbara CampBell, Melanie Dunn-Chavez,</p> <p>Long-range Planning: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales, Ginny Wilmerding</p> <p>Performing Arts: Liz Roybal (chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales</p> <p>Policy Review: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara Campbell, Jessica Short</p> <p>Trainings:</p> <p>All council members are responsible for training NM PED is struggling to get hours updated correctly. GC members to email Lisa Ulibarri-Miller with classes attended so NM PED can update all at one time.</p>	<p>Liz Roybal</p>

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<p>GC meeting time and dates:</p> <p>4:15 pm 7/27, 8/31, 9/28, 10/26, 11/30, 12/14, 1/25, 2/22, 3/29, 4/26, 5/31, 6/28</p>	
<p>9. Announcements/ Discussion</p> <p>Performing Arts: upcoming</p> <p>None</p>	
<p>10. President's report:</p> <p>None</p>	
<p>11. Executive Session</p> <p>Not required</p>	
<p>12. Adjournment 5:26</p> <p>13.</p> <p>14.</p> <p>15. Next regular meeting October 26, 2021</p>	<p>Lisa Ulibarri-Miller</p>

Minutes taken Barbara CampBell. Draft typed on 9/29/2021